

## DUTY STATEMENT

Employee Name:	
Classification: Research Scientist I (Epidemiology/Biostatistics)	Position Number: 580-320-5577-909
Working Title: Data Linkage and Deduplication Scientist	Work Location: 1631 Alhambra Blvd., Suite 200, Sacramento, CA 95816
Collective Bargaining Unit: R10	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Chronic Disease Surveillance and Research Branch/Surveillance and Research Section/ Neurodegenerative Disease Registry Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by planning, organizing, and carrying out research studies of limited scope and complexity related to the California Neurodegenerative Disease Registry (CNDP).

The incumbent works under the supervision of the Research Scientist Supervisor I (RSS I), Chief, Neurodegenerative Diseases Registry Unit. The Research Scientist I (RS I) Epidemiology/Biostatistics (Epi/Bio), plan, organize, and carry out scientific research studies of limited scientific scope and complexity, and performs duties including analysis of data regarding completeness and accuracy, completion of linkage to external data sources, and the production of surveillance reports suitable for external release. The RS I works with other team members to assist in the definition of data components required by researchers, the design of evaluation models of program effectiveness, as well as helps with proposals and reports to obtain and maintain external grants and contracts.

**Special Requirements**

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5%, both in-state and out-of-state, with possible overnights.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

**Essential Functions (including percentage of time)**

- 35% Data Analysis: Under supervision of senior scientific research personnel, performs analysis using standard linkage software and biostatistical tools and methods related to determining the completeness and accuracy of data acquired by the CNDR; adapts methods developed for linking Parkinson's registry records to arrive at novel methods to link and deduplicate CNDR records; links CNDR data to external sources required to support particular research, including death records and health outcomes; using data available in the registry, develops and implements methods to determine the validity of case classification; completes other analytic tasks as assigned to improve the quality and completeness of CNDR data.
- 25% Technical Documentation: Prepares surveillance and other reports based on the research for review by senior scientists and potential publication in accordance with CNDR policies, objectives, programs, methods, and procedures for inclusion in grant applications and budget requests; for satisfying grant and budget reporting purposes; for informing stakeholders including data providers, subject matter experts and the public including content for the CNDR web site and selected social media.
- 15% Data Collection: As part of a team, the RS I is tasked to design data collection policies and procedures for the CNDR, the RS I assesses potential data elements and standards. Assessment results will be used to determine data items and database structure of the CNDR collection, with the criteria that this data will enable satisfaction of statutory requirements to collect and make available potential epidemiological research projects.
- 10% Program Evaluation: Provides data collection and analysis in support of specified evaluations of CNDR programs and projects, as required to implement evaluation efforts and requirements of funders.
- 10% General functions: Drafts analytic components of funding proposals; performs other technical analytical tasks as directed in support of gaining knowledge from CNDR collected data and linkages thereto.

<b>Marginal Functions (including percentage of time)</b>
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5% Performs other job related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By: EJ	Date 1/13/23		